

TO: INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

FROM: SECRETARIAL OFFICER'S NAME
TITLE

SUBJECT: DIRECTIVES CERTIFICATION STATEMENT

DOE (*number, title, dated xx-xx-xx*) has been reviewed by my organization and deemed to be in compliance with related Departmental Directives, Secretarial Delegations, organizational structure, budget guidelines, regulations, standards, OMB guidance, relevant memoranda of understanding and public laws.

In addition, this directive is not found to cause undue burden (i.e., significant cost impacts, overly prescriptive, redundancy, or excessive reporting requirements) on Departmental elements and contractors.

(Provide detailed information justifying the continuing relevance of the directive, or the impact if canceled.)

I certify that this directive is accurate and continues to be relevant and appropriate for use by the Department.

Please contact (*name and telephone number*) of my staff for additional information.

DECISION:

Concur: _____

Nonconcur: _____

Date: _____